United Nations ST/SGB/2011/5

Secretariat

8 September 2011

Secretary-General's bulletin

Performance Management and Development Learning Programme for Managers and Supervisors

The Secretary-General, pursuant to staff rule 1.3 and taking into account the recommendation formulated by the Staff-Management Coordination Committee at its thirtieth session, held in June 2009, promulgates the following:

Section 1
General provisions

1.1 The present bulletin establishes the mandatory status of the Performance Management and Development Learning Programme for Managers and Supervisors, for all staff members who are in a supervisory role.

1.2 For the purpose of the present bulletin, "staff members who are in a supervisory role" refers to first and second reporting officers, as well as additional supervisors.

Section 2
Purpose

The purpose of the Performance Management and Development Learning Programme for Managers and Supervisors is to promote a culture of high performance, personal professional development, continuous learning and individual accountability. The programme reinforces best practice in performance management and development (including for work planning, ongoing feedback, the midpoint review and the end-of-cycle appraisal). The programme's objective is to enhance the knowledge and skills required to promote dialogue and communication between managers and staff. Emphasis is placed on the translation of organizational goals into individual goals, the successful conduct of collaborative meetings with staff members at the midpoint review and end-of-cycle appraisals, and addressing underperformance.

Section 3
Implementation

3.1 All staff members, at all levels, who supervise at least one staff member within the meaning of section 1.2 above, are required to participate in the Performance Management and Development Learning Programme for Managers and Supervisors.

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3.2 Heads of departments, offices and missions are responsible for ensuring the completion of the learning programme by their staff members.

3.3 Certificates of completion of the programme shall be retained by each staff member and copies shall be placed on their official status file.

3.4 Staff members who have completed the previously offered "Performance Management for Managers and Supervisors" workshop do not have to participate in the programme. However, they shall validate their previous learning through a briefing on the new elements of the Performance Management and Development System, as promulgated in administrative instruction ST/AI/2010/5.

3.5 Staff members may obtain further information directly from the Career Support and Performance Management Section of the Office of Human Resources Management; from Learning Managers, for staff members at offices away from Headquarters; or from Human Resources teams, for staff members in field operations.

Section 4
Final provisions

The present bulletin shall enter into force on the date of its issuance.

(*Signed*) **BAN** Ki-moon
Secretary-General

United Nations ST/SGB/2011/6

Secretariat

8 September 2011

Secretary-General's bulletin

Staff-Management Committee

The Secretary-General pursuant to section 3.2 of Secretary-General's bulletin ST/SGB/2009/4, and for the purpose of implementing staff regulation 8.2 and staff rule 8.2, promulgates the following:

Section 1
Objective and purpose

1.1 The objective of the Staff-Management Committee is to have an equitable and effective principal mechanism for staff-management negotiation.

1.2 The Staff-Management Committee shall identify, examine and resolve issues through consensus relating to staff welfare, in particular such issues as conditions of work, general conditions of life and other personnel policies, as provided for in staff regulation 8.1(a).

1.3 The Staff-Management Committee shall agree by consensus on those issues within the authority of the Secretary-General. For matters outside the authority of the Secretary-General, the Committee shall agree on a position to be presented to the General Assembly. In the instances where consensus is not reached in the deliberations, modalities shall be developed by the Staff-Management Committee to facilitate reaching a consensus. Should these efforts fail, the Secretary-General shall appoint a party acceptable to staff and management to mediate and, if necessary, submit a tripartite presentation to the Secretary-General for a decision.

1.4 All interventions made by the members of the Staff-Management Committee shall carry equal importance and, as such, shall be given due consideration. In all their negotiations, the Staff-Management Committee participants shall observe the highest standards of integrity, which includes probity, impartiality, fairness, honesty and truthfulness.

Section 2
Relationship with local joint committees

The existence of the Staff-Management Committee does not preclude the consideration by local joint staff-management bodies of issues of importance to staff globally, it being understood that such matters shall be referred to the Staff-Management Committee for final negotiation.

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Section 3
Membership, participation and authority

Membership

3.1 The Staff-Management Committee shall consist of 18 members, as follows:

(a) One member designated, respectively, by the Staff Union of the Economic Commission for Africa, the Staff Association of the Economic Commission for Latin America and the Caribbean, the Staff Council of the Economic and Social Commission for Asia and the Pacific, the Staff Council of the Economic and Social Commission for Western Asia, the Field Staff Union, the United Nations Office in Geneva Staff Coordinating Council, the United Nations Staff Union (New York), the Staff Union of the United Nations Office at Nairobi and the Staff Council of the United Nations Office at Vienna. Each member may be accompanied by an alternate;

(b) Nine members at an appropriately high level representing the management, with due regard for representation from the various duty stations.

Each member may be accompanied by an alternate.

3.2 A President shall be selected by the Secretary-General from a list proposed by the staff representatives, in accordance with staff rule 8.2(b). The President shall serve for one year and will act at all times impartially and independently.

3.3 The staff representatives shall elect a member to serve as Vice-President, for a term of one year.

3.4 Duly designated representatives of organizations and organs of the United Nations system whose staff are directly affected by the Staff-Management Committee agreements shall be granted the status of associate members upon request. Associate members may fully participate in the discussion and provide their opinions on all matters. On matters that directly affect these organizations and organs, their representatives shall have the same rights of the regular members and fully participate in the negotiations.

3.5 Other participants in the Staff-Management Committee include the following:

(a) The Office of Legal Affairs, after consultation with the President of the Staff-Management Committee, shall designate a Legal Adviser to the Staff-Management Committee, who shall participate in an advisory capacity to the Committee;

(b) Both staff and management representatives shall be entitled to have advisers in attendance. The advisers may request to speak;

(c) Up to three staff members from the duty station where the session is held may be permitted to attend in an observer capacity.

Authority

3.6 Both staff and management acknowledge that effective staff-management relations require both staff and management representatives to have a mandate to negotiate.

3.7 Staff representatives shall designate a lead person to present their position and conduct negotiations. Staff representatives may need to consult with their constituents before entering into agreement on some issues, it being understood that such consultations will be completed within the session.

3.8 The management representatives are led by the Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management, and other officials at an appropriately high level. The Secretary-General delegates authority to the Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management to reach consensus with respect to agenda items falling within the scope of his authority. Management shall designate a lead person to present its position and conduct negotiations. The Under-Secretary-General for Management and the Assistant Secretary-General for Human Resources Management may need to consult with the Secretary-General prior to reaching agreement on some issues, it being understood that such consultation will be completed within the session.

Section 4
Funding arrangements

4.1 The travel and subsistence expenses of the members, their alternates and associate members shall be borne by the United Nations organizations.

4.2 The intersessional programme of work and the requisite facilities for effective dialogue shall be funded in accordance with section 4.1.

Section 5
Staff-Management Committee secretariat

5.1 The Secretary-General shall designate a Secretary, in consultation with the Staff-Management Committee.

5.2 The Secretary of the Staff-Management Committee shall act as an impartial party and shall support the President in preparing the agendas, in consultation with all members, and distributing the documentation and reports.

Section 6
Role of the President and Vice-President

6.1 The President shall be impartial and shall have the following functions:

(a) To convene the Staff-Management Committee meetings and coordinate, direct and/or facilitate, as an impartial party, its proceedings;

(b) To hold informal consultation with management and staff on the draft agenda and yearly programme of work for the Staff-Management Committee;

(c) To facilitate, as necessary, the preparation of the Staff-Management Committee draft session reports by the rapporteurs, referred to in section 7.4;

(d) To submit to the Secretary-General, with a copy to the Staff-Management Committee members, alternates and associate members and other participants, the negotiated agreements and adopted reports of the Staff-Management Committee;

(e) To supervise the Staff-Management Committee secretariat in receiving, preparing and circulating documents to members and participants.

6.2 The Vice-President shall act as an impartial party in the discharge of the functions of the President in his or her absence. When acting in that capacity, the Vice-President shall not represent the interests, or speak on behalf, of the staff.

Section 7
Meetings and procedures

7.1 The Staff-Management Committee shall hold annual sessions and periodic meetings, and may hold special sessions and establish working groups.

7.2 The Staff-Management Committee shall, at each session, draw up a yearly programme of work.

7.3 The Staff-Management Committee shall establish its own procedures.

7.4 Staff and management representatives shall each designate two rapporteurs, who together shall draft the Staff-Management Committee session report. Other reports shall be drafted by the Secretary.

7.5 Provisional agendas and documents shall be circulated to all members, associate members, and alternates at least six weeks in advance of the session. They shall also be distributed to the local joint staff-management committees.

7.6 The agenda for the session shall include standing items on:

(a) Election of the Vice-President;

(b) Implementation of the Staff-Management Committee agreements;

(c) Matters of a global nature referred to the Staff-Management Committee by local joint staff-management bodies;

(d) Yearly programme of work;

(e) Adoption of the report.

Section 8
Reports

8.1 The Staff-Management Committee shall adopt its report on the last day of its session.

8.2 The Staff-Management Committee, through its President, shall submit a final report on each session to the Secretary-General. The report shall cover all agenda items, by topic. Where agreements have been reached, the report shall indicate the time frame and party or parties responsible for implementation. Where consensus has not been reached, the report shall outline further action to be taken to resolve the issue.

8.3 The Staff-Management Committee reports shall be distributed to all members, associate members, alternates and other participants and shall be posted on the Intranet.

Section 9
Implementation, monitoring and follow-up

9.1 Agreements of the Staff-Management Committee shall be implemented by the responsible party or parties within established timelines.

9.2 Once agreements are reached at the Staff-Management Committee, both staff and management shall be responsible and be held accountable to implement agreements falling within their purview within agreed time frames. Both staff and management shall honour and support the agreements reached at the Staff-Management Committee meetings, including those submitted to the General Assembly.

9.3 Staff and management shall report on a regular basis through agreed means on the implementation of agreements reached. Modalities will be developed to address non-implementation of agreements.

Section 10
Final provisions and transitional measures

10.1 The present bulletin shall enter into force on 1 October 2011.

10.2 Secretary-General's bulletin ST/SGB/2002/15, entitled "Staff-Management Coordination Committee", is hereby abolished and the Staff-Management Coordination Committee is dissolved as of 1 October 2011.

10.3 The following transitional measures shall apply following the dissolution of the Staff-Management Coordination Committee on 1 October 2011:

(a) The President of the Staff-Management Coordination Committee will serve the remainder of her term or until the President of Staff-Management Committee is appointed, whichever date comes earlier. During this period, the President of the Staff-Management Coordination Committee will perform the functions and responsibilities of the President of the Staff-Management Committee;

(b) The Vice-President of the Staff-Management Coordination Committee will serve the remainder of her term or until the Vice-President of the Staff-Management Committee is elected, whichever date comes earlier. During this period, the Vice-President of the Staff-Management Coordination Committee will perform the functions and responsibilities of the Vice-President of the Staff-Management Committee;

(c) The Secretary of the Staff-Management Coordination Committee and the Legal Adviser to the Staff-Management Coordination Committee will continue to provide any services, as needed, to the Staff-Management Committee until the new Secretary of the Staff-Management Committee and the Legal Adviser to the Staff-Management Committee have been designated;

(d) The working groups and contact group of the Staff-Management Coordination Committee will continue their work and report to the Staff-Management Committee.

(e) The agreements reached under the Staff-Management Coordination Committee will remain in force and the implementation of these agreements shall be placed on the agenda of the Staff-Management Committee.

10.4 The representatives of organizations and organs of the United Nations system that have been granted the status of associate members in the Staff-Management Coordination Committee shall be automatically granted the status of associate members in the Staff-Management Committee.

(*Signed*) **BAN** Ki-moon
Secretary-General

United Nations ST/SGB/2011/7

Secretariat

29 September 2011

Secretary-General's bulletin

Central review bodies

The Secretary-General, for the purposes of implementing staff rule 4.15 on central review bodies, promulgates the following:

Section 1
Definition

The following definition applies for the purpose of the present bulletin:

Central review bodies: unless otherwise specified, the central review bodies shall encompass the Central Review Boards, the Field Central Review Boards, the Central Review Committees, the Field Central Review Committees, the Central Review Panels and the Field Central Review Panels.

Section 2
Establishment

2.1 Central Review Boards are established in New York, Geneva, Vienna and Nairobi to review and provide advice on the recommendations for selection of staff to the P-5 and D-1 levels in the Secretariat. A Central Review Board for the regional commissions composed of staff members from the five regional commissions (Economic Commission for Europe, Economic Commission for Africa, Economic Commission for Latin America and the Caribbean, Economic and Social Commission for Asia and the Pacific, and Economic and Social Commission for Western Asia) is established to review and provide advice on the recommendations for selection of staff at the P-5 and D-1 levels for those commissions.

2.2 Field Central Review Boards are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters at the P-5 and D-1 levels for job openings published by peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Boards will also review and provide advice on the recommendations for selection of staff to position-specific job openings at the P-5 and D-1 levels in peacekeeping operations and special political missions, as and when required.

2.3 Central Review Committees are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice

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on the recommendations for selection of staff in the Professional category up to the P-4 level in the Secretariat.

2.4 Field Central Review Committees are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Professional category for positions up to and including the P-4 level, as well as positions in the Field Service category at the FS-6 and FS-7 levels, in peacekeeping operations and special political missions supported by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Committees will also review and provide advice on the recommendations for selection of staff to position-specific job openings up to and including at the P-4 level, as well as positions at the FS-6 and FS-7 levels in peacekeeping operations and special political missions, as and when required.

2.5 Central Review Panels are established in New York, Geneva, Vienna, Nairobi, Addis Ababa, Bangkok, Beirut and Santiago to review and provide advice on the recommendations for selection of staff in the General Service and related categories to the G-5, TC-4 and S-3 levels and above, in the Secretariat.

2.6 Field Central Review Panels are established in the Department of Field Support to review and provide advice on the recommendations of candidates for inclusion in rosters in the Field Service category, up to and including the FS-5 level in peacekeeping operations and special political missions administered by the Department of Field Support, who may be subsequently selected for appointment to specific positions. Field Central Review Panels will also provide advice on the recommendations for selection of staff to position-specific job openings up to and including the FS-5 level in peacekeeping operations and special political missions, as and when required.

2.7 Heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may establish a special joint body to advise them in the exercise of their authority. The composition and functions of such a body shall, to the greatest possible extent, be governed by the provisions contained in sections 3 to 6 of the present bulletin. Alternatively, heads of departments/offices who have been delegated authority to appoint, select and promote staff up to the D-1 level for service limited to the entity concerned may opt for the full application of the system for upcoming job openings, in which case the appointment of the individual selected as a result would not, or would no longer be limited to service with the entity concerned. Should the head of department/office exercise this option, the case would be considered by the relevant central review body established pursuant to sections 2.1 to 2.6, but would be referred back to the head of department/office if that body found that the evaluation criteria had not been properly applied and/or that the applicable procedures had not been followed, in accordance with section 4.9 below. If, in these instances, the head of department/office does not agree with the advice or recommendation of the central review body, the appointment of the individual selected will be limited to the entity concerned.

2.8 The provisions of this bulletin are not applicable to the separately administered programmes, funds and subsidiary organs of the United Nations. The executive heads of these entities, to whom the Secretary-General has delegated appointment and promotion functions, may establish advisory bodies to advise them in the case of staff members recruited specifically for service with those programmes, funds or subsidiary

organs. The composition and functions of such advisory bodies should be generally similar to those of the central review bodies established by the Secretary-General.

Section 3
Composition of the central review bodies

Central Review Boards

3.1 The Central Review Boards established under section 2.1 shall be composed of serving staff members holding appointments under the staff rules, other than temporary appointments, who have been recruited after a competitive process and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(b) Eight members selected by the staff representative body for each Central Review Board, whether in New York, Geneva, Vienna, Nairobi or the one for the regional commissions;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the staff representative body and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of the Board.

3.2 The Field Central Review Boards established under section 2.2 shall be composed of staff members holding appointments other than temporary appointments and whose rank is not below that of the level of the post for which appointment, selection or promotion is contemplated, as follows:

(a) Eight members selected by the Secretary-General for each Field Central Review Board;

(b) Eight members selected by the Field Staff Union for each Field Central Review Board;

(c) One of the members selected jointly by all the members of each Board shall serve as chairperson of the Board; two members, one from among the members nominated by the Field Staff Union and another one from among the members nominated by the Secretary-General selected jointly by all the members, shall serve as alternate chairpersons of each Board;

(d) Should the need arise, additional members may be selected by the Secretary-General and the Field Staff Union.

Composition of Central Review Committees and Panels

3.3 The provisions of section 3.1 of the present bulletin governing the composition of Central Review Boards shall also apply to the composition of Central Review Committees and Central Review Panels established pursuant to sections 2.3 and 2.5 of the present bulletin.

3.4 The provisions of section 3.2 of the present bulletin governing the composition of Field Central Review Boards shall also apply to the composition of Field Central Review Committees and Field Central Review Panels established pursuant to sections 2.4 and 2.6.

General provisions

3.5 In choosing whom to select to serve on the Boards, Committees and Panels every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and the peacekeeping operations and special political missions.

3.6 The Assistant Secretary-General for Human Resources Management or the head of the office concerned, as appropriate, shall request the staff representative body at the duty station concerned to nominate in writing members for the bodies pursuant to sections 3.1 (b) and 3.3 of the present bulletin. The Under-Secretary-General for Field Support shall request the Field Staff Union to nominate in writing members pursuant to sections 3.2 (b) and 3.4 of the present bulletin.

3.7 Should no final nomination be made in accordance with sections 3.5 and 3.6 above within two months of the written request, or should the members selected by the staff collectively not participate, the central review body concerned may nevertheless be constituted and discharge its functions when four members are available.

3.8 All nominations for the central review bodies shall be cleared by the Administrative Law Section in the Office of Human Resources Management to ensure that the nominees are not subject to disciplinary proceedings or have not been the subject of a disciplinary measure prior to the final approval by the Secretary-General. Nominees who are confirmed to have been the subject of a disciplinary measure shall not be included in the list to be submitted for the final approval by the Secretary-General.

3.9 Members of the central review bodies shall be appointed for a term of two years and may serve for a maximum of four consecutive years. If a member joins the review body at any time within the two-year period, he/she will be considered to have served for the entire duration of the term.

3.10 Representatives of the Office of Human Resources Management who are not part of the review body secretariat shall serve as ex officio non-voting members of the Central Review Boards and Central Review Committees in New York. A representative of the local human resources office designated by the head of the regional commission holding the chairmanship of the Regional Commission Central Review Board shall serve as an ex officio non-voting member of the board. A representative of the local human resources office designated by the head of the office shall serve as an ex officio non-voting member of the central review bodies established at other duty stations. Representatives of the Field Personnel Division, Department of Field Support, designated by the Under-Secretary-General for Field Support outside the review body secretariat, shall serve as ex officio non-voting members of the Field Central Review Boards and Committees.

3.11 A focal point for women shall be designated to participate in the meetings of the central review bodies established in New York and at other duty stations in an advisory capacity. A focal point for women shall be designated in the Department of

Field Support to attend the meetings of the field central review bodies in an advisory capacity.

Section 4
Functions of the central review bodies

4.1 The rules of procedure for the central review bodies shall be provided by the Office of Human Resources Management together with an instructional manual for the members of the central review bodies.

4.2 The meetings of the central review bodies shall be conducted through virtual means, permitting the participation of staff members located at sub-offices, peacekeeping operations and special political missions. In cases where deliberations may require interaction beyond the facilities provided by the electronic tool, subsequent deliberations shall be initiated as warranted through telephone or videoconferences.

Advising on recommendations

4.3 The central review bodies shall advise the Secretary-General on all proposed appointments of one year or longer pursuant to the provisions of administrative instruction ST/AI/2010/3.[1]

4.4 In instances where the job opening has been established on the basis of an individually classified job description, the job opening and its associated evaluation criteria shall be submitted to the appropriate central review body for approval.

4.5 The central review bodies shall review the recommendation for filling a specific position or for placing candidates on the roster following a generic job opening, made by the department/office concerned, to ensure that the integrity of the process was upheld, that the applications and profiles of applicants were reviewed on the basis of the pre-approved evaluation criteria and that the applicable procedures were followed.

4.6 In so doing, the central review bodies shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The record contains a fully justified analysis of each of the competencies listed in the job opening, which must be evaluated during the competency-based interview and/or other assessment methodologies for all short-listed candidates.

4.7 When the central review body has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall so inform the head of department/office concerned or the Director of the Field Personnel Division in the case of the field central review bodies, through the review bodies'

[1] As may be amended or replaced by a new administrative issuance on the same subject.

secretariat, and recommend that the head of department/office approve the proposed candidate(s) for selection or placement on a roster.

4.8 When the central review body has questions or doubts regarding the proper application of the evaluation criteria and/or the applicable procedures, it shall request the necessary information from the head of department/office, the hiring manager or the ex officio member representing the Office of Human Resources Management, the local human resources office or the ex officio member representing the Department of Field Support, as appropriate. Once the questions are answered to the satisfaction of the central review body, that body shall proceed as provided in section 4.6 of the present bulletin.

4.9 If, after obtaining additional information, the central review body finds that the evaluation criteria were improperly applied and/or that the applicable procedures were not followed, it shall transmit its findings and recommendation to the official having authority to make the decision on behalf of the Secretary-General, as follows:

(a) The Under-Secretary-General for Management for posts at the P-5 and D-1 levels;

(b) The Assistant Secretary-General for Human Resources Management for all other posts.

4.10 Central review bodies shall review proposals for the termination of permanent appointments for unsatisfactory service under staff regulation 9.3 (a) (ii) and staff rule 13.1 (b) (i), and advise the Secretary-General as to whether the conditions for such termination are met.

Section 5
Final provisions

5.1 The present bulletin shall enter into force on the date of its issuance.

5.2 The Secretary-General's bulletins ST/SGB/2002/6 and Amend.1, entitled "Central review bodies", and ST/SGB/2009/5, entitled "Field Central Review bodies", are hereby abolished.

5.3 The provisions of the present bulletin shall prevail over any inconsistent provisions contained in other administrative issuances currently in force.

(*Signed*) **BAN** Ki-moon
Secretary-General

United Nations ST/SGB/2011/8

Secretariat

3 October 2011

Secretary-General's bulletin

Senior Review Group

The Secretary-General, for the purposes of implementing staff rule 4.15 and the applicable procedures of the staff selection system, promulgates the following:

Section 1
Establishment

The Senior Review Group is a standing advisory body constituted to review and provide advice on recommendations to the Secretary-General for selections of staff to all positions at the D-2 level.

Section 2
Composition

2.1 The Senior Review Group shall be composed of senior United Nations officials at the Under-Secretary-General and the Assistant Secretary-General levels. The Senior Review Group shall consist of one chairperson and twelve members, including four representatives of field missions. The members shall be assisted by a secretary and an ex officio adviser for legal issues, who will not have the right to vote.

2.2 All members of the Senior Review Group, including the chairperson, are appointed by the Secretary-General. In choosing whom to invite to participate, every effort shall be made to ensure a balanced representation with respect to geography, gender and departments/offices and field missions.

2.3 One member shall be designated as focal point for gender issues.

2.4 The Assistant Secretary-General for Human Resources Management shall serve as the secretary of the Senior Review Group. In the absence of the Assistant Secretary-General, one of the directors of the Office of Human Resources Management shall act as secretary.

2.5 The Legal Counsel shall serve as the ex officio adviser on legal issues.

2.6 The Senior Review Group shall establish its own rules of procedure.

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Section 3
Functions of the Senior Review Group

3.1 The Senior Review Group shall review the recommendation for filling of a vacancy made by the department/office concerned to ensure that the integrity of the process was upheld, that the candidates were evaluated on the basis of the pre-approved evaluation criteria specified in the job opening and that the applicable procedures were followed. In doing so, the Senior Review Group shall consider whether:

(a) The recommendation of candidates is reasoned and objectively justifiable based on evidence that the pre-approved evaluation criteria set out in the job opening were properly applied;

(b) The record indicates that there was no mistake of fact or mistake of procedure, prejudice or improper motive that could have prevented a full and fair consideration of the candidates' requisite qualifications;

(c) The submission followed the procedure on the filling of job openings at the D-2 level as set out in the staff selection system.

3.2 When the Senior Review Group has questions regarding the proper application of the evaluation criteria or the applicable procedures, it shall request the necessary information from the Assistant Secretary-General for Human Resources Management or the head of department/office, as appropriate.

3.3 When the Senior Review Group has found that the evaluation criteria were properly applied and that the applicable procedures were followed, it shall complete its review of the submission and provide advice on recommendations to the Secretary-General for a final decision.

Section 4
Final provisions

4.1 The present bulletin shall enter into force on the date of its issuance.

4.2 Secretary-General's bulletin ST/SGB/2009/2 of 1 January 2009 is hereby abolished.

(*Signed*) **BAN** Ki-moon
Secretary-General